



## **ASSISTANT POLICE CHIEF**

### **Purpose:**

To actively support and uphold the City's stated mission and values. To manage, direct and coordinate the activities of the Field Services Command including Patrol, Criminal Investigations, Traffic Investigations, and special events; to coordinate Command activities with other divisions and departments; and to provide highly complex staff assistance to the Police Chief.

### **Supervision Received and Exercised:**

Receives general direction from the Police Chief or from other supervisory or management staff.

Exercises direct supervision over sworn, supervisory, and technical staff.

### **Examples of Duties:**

This class specification is intended to indicate the basic nature of positions allocated to the class and examples of typical duties that may be assigned. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.

Duties may include, but are not limited to, the following:

- Recommend goals and objectives; assist in the development and administration of policies and procedures.
- Manage, direct, and organize field service activities including patrol, criminal, and traffic investigations.
- Direct, oversee, and participate in the development of the Command work plan; assign work activities, projects, and programs; monitor work flow; implement policies and procedures; review and evaluate work products, methods, and procedures.
- Analyze and evaluate Patrol, Criminal Investigation Bureau, and Traffic Operations Divisions; monitor productivity of Divisions; prepare reports relating to administrative and operational issues of divisions.

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- Review statistical analyses of calls for service and traffic and crime trends with regard to operational procedures; report on efficiency of Command operations; participate in the research of alternative approaches to operational procedures.
- Conduct internal investigations as required or as directed by the Police Chief.
- Coordinate Command activities with those of other Commands and outside agencies and organizations; provide staff assistance to the Police Chief, and Executive and Command staffs; prepare and present staff reports and other necessary correspondence.
- Prepare the Command budget; assist in budget implementation and administration; participate in the forecast of additional funds needed for staffing, equipment, materials and supplies.
- Participate in recommending the appointment of personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline procedures; recommend employee terminations.
- Respond to major emergencies as necessary.
- Perform the duties of the Police Chief in the absence of the Police Chief.
- Serves as faculty of the Tempe Learning Center.
- Perform related duties as assigned.

**Experience and Training Guidelines:**

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. The hiring department may include job related experience, training or license and certification preferences at the time of recruitment. A typical way to obtain the knowledge and abilities would be:

**Experience:**

Requires a minimum of three years experience as a Lieutenant or Commander with the City of Tempe's Police Department.

**Training:**

Equivalent to a Bachelor's Degree from an accredited college or university with major course work in police science, public administration, criminology or a related field.

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**Licenses/Certifications:**

Possession of, or ability to obtain an appropriate, valid Arizona Driver's License.

Possession of, or ability to obtain Arizona P.O.S.T. Police Officer Certificate.

**This position is unclassified, which means the employee or the City can terminate the employment relationship at any time, for any or no reason, with or without cause or notice.**

**Job Code: 3010**

**FLSA: Exempt**